



## RCS Guest Account Request Form

RCS accounts are generated automatically for registered students, faculty, and staff on the Institute payroll. Please complete and return it to the VCC Help Desk to request an RCS guest account.

Kindly allow two to three business days for the Help Desk staff to process your request. They will notify the contact person listed below as soon as the account request is complete.

### Charges

There is no printing allowance for RCS guest accounts. All printing is charged to the appropriate departmental or research billing account.

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Date: \_\_\_\_\_

Name of guest: \_\_\_\_\_

Rensselaer ID Number (RIN): \_\_\_\_\_

Contact e-mail address  
for guest: \_\_\_\_\_

Requested start date: \_\_\_\_\_

Account expiration date: \_\_\_\_\_

RPI affiliation:  
(visiting scholar,  
temporary employee,  
conference attendee)  
Department: \_\_\_\_\_  
(please be specific)

Faculty or staff sponsor: \_\_\_\_\_

Rensselaer staff contact  
person and email address: \_\_\_\_\_  
(please provide name and e-mail address or phone number)

Sponsor signature: \_\_\_\_\_

Departmental or  
research account # (FOPAL): \_\_\_\_\_